

Laila Bartlett

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EDUCATION:

University of Colorado Boulder – Leeds School of Business <i>B.S. in Business Administration with an emphasis in Business Analytics and Information Management</i> <i>Minor in Creative Technology and Design (CTD)</i>	Expected May 2027 <i>Boulder, CO</i>
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- **GPA 3.402**
- End the Gap Scholarship Recipient | Awarded for outstanding academic achievement and commitment to advancing gender equity in business through active participation in the Leeds Gender Equity Program.
- Semi-Finalist | Fall 2023 Communication Strategy Case Competition.
- Relevant Coursework: Design Foundations, Ethical Design in the Digital Society, Accessible Web Design

Business & Engineering Women in Technology (BEWiT) Scholar

- Cultivate interdisciplinary expertise by fostering collaboration and mentoring peers in a selective two-year leadership and scholarship program for top undergraduate women in business and engineering.
- Design innovative, data-driven solutions that integrate technical tools with business strategy, artificial intelligence (AI), and automation to earn recognition as a hackathon finalist.

WORK EXPERIENCE:

Leeds School of Business <i>Welcome Desk Associate</i>	April 2024 to Present <i>Boulder, CO</i>
<ul style="list-style-type: none">• Deliver exceptional customer service by promptly addressing 30+ daily inquiries from students, staff, and visitors, demonstrating strong organizational and business process awareness.• Leverage AI integration tools to summarize lengthy email chains and autofill routine responses, increasing efficiency when managing high volumes of requests, enabling faster, more accurate communication with all stakeholders.• Optimize space utilization and scheduling efficiency by strategically coordinating 50+ weekly bookings for building rooms, collaborating effectively with staff and student groups to support operational needs.	

C Burger <i>Server</i>	April 2025 to August 2025 <i>Boulder, CO</i>
<ul style="list-style-type: none">• Managed service to 20+ tables per shift by efficiently coordinating with kitchen and staff, showcasing strong multitasking and collaborative skills.• Ensured timely and accurate delivery of orders by proactively addressing delays, verifying details, and maintaining clear communication between team members.	

LEADERSHIP AND ACTIVITIES:

Alpha Kappa Psi – Professional Business Fraternity <i>Secretary, Design Chair</i>	August 2023 to Present <i>Boulder, CO</i>
<ul style="list-style-type: none">• Perform data cleansing and create visualizations to deliver clear, accurate insights on 120+ member records, making executive decision-making more efficient and improving chapter operations.• Utilize data management tools to implement data validation and process improvements, accurately recording member participation across 10+ events per month and ensuring reliable reporting.• Combined visual design principles with data analytics to lead marketing campaigns, translating insights into creative assets that improved efficiency, met strict deadlines, and boosted recruitment turnout by 20%.	

Association of Latino Professionals for America (ALPFA) <i>Founding Member</i>	August 2025 to Present <i>Boulder, CO</i>
<ul style="list-style-type: none">• Participate in monthly professional development workshops focused on topics such as resume building, interview skills, and financial literacy.• Engage with a diverse community of peers and professionals to strengthen cultural and professional awareness.	

SKILLS AND INTERESTS:

Technical: Alteryx, SQL, R, CSS, HTML, JavaScript, Adobe Creative Cloud, Figma, Typeform, Microsoft Office.

Professional Certificates: Alteryx: Designer Core, Google Coursera: Foundations of UX Design.

Interests: International travel, live music, animation and rotoscoping, backpacking, ramen.